

**Enrolled Minutes of the Fifty-Fourth Regular or Special Meeting  
For the Twenty-Eighth Highland Town Council  
Regular Plenary Business Meeting  
Monday, January 22, 2018**

*Study Session.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in a study session preceding the regular meeting on Monday, January 22, 2018 at 6:40 O'clock P.M. in the regular place, the meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

**Silent Roll Call:** Councilors Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen were present. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**General Substance of Matters Discussed.**

1. The Town Council discussed the agenda of the imminent meeting.
2. The Town Council discussed a misstatement on the utility bills regarding the day of solid waste pick-up service following the Martin Luther King Birthday holiday.

The study session ended at 6:59 O'clock p.m.

*Regular meeting.* The Twenty-Eighth Town Council of the Town of Highland, Lake County, Indiana met in its regular session on Monday, January 22, 2018 at 7:00 O'clock P.M. in the regular place, the plenary meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana.

The Town Council President, Mark A. Herak presided. The Town Clerk-Treasurer, Michael W. Griffin, was present to memorialize the proceedings. The meeting was opened with Councilor Konnie Kuiper reciting the Pledge of Allegiance to the Flag of the United States of America and offering a prayer.

**Roll Call:** Present on roll call were Councilors Bernie Zemen, Mark Herak, Dan Vassar, Steven Wagner, Konnie Kuiper and Bernie Zemen. The Clerk-Treasurer, Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Additional Officials Present:** Rhett L. Tauber, Esq., Town Attorney; Pete Hojnicky, Metropolitan Police Chief; John M. Bach, Public Works Director; William R. Timmer, Jr., CFOD, Fire Chief; Alex M. Brown, CPRP, Parks and Recreation Superintendent; Kenneth J. Mika, Building Commissioner and Kathy DeGuilio-Fox, Redevelopment Director were present.

*Also present:* Susan Murovic, Advisory Board of Zoning Appeals; and Ed Dabrowski, IT Consultant (Contract) were also present.

**Minutes of the Previous Meetings:** The minutes of the regular meeting of 08 January 2018, were approved by general consent.

**General Orders and Unfinished Business:**

1. **Proposed Ordinance No. 1667.1641-B:** An Ordinance to Amend Ordinance No. 1641 Fixing The Wage And Salary Rates Of The Elected Officers, The Non-Elected Officers, and the Employees of the Town of Highland, Indiana Particularly Amending the Rank of Lance Corporal in the Police Department.

Councilor Zemen introduced and moved the consideration of Ordinance No. 1667.1641-B at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a unanimous vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance could be considered at the same meeting of its introduction.

Councilor Zemen moved the passage and adoption of Ordinance No. 1667.1641-B at the same meeting of its introduction. Councilor Kuiper seconded. Upon a roll call vote, a two-thirds vote being necessary, there were five affirmatives and no negatives. The motion passed. The ordinance was passed and adopted at the same meeting of its introduction.

ORDINANCE No. 1667.1641-B  
of the  
TOWN of HIGHLAND, INDIANA

AN ORDINANCE to AMEND ORDINANCE No. 1641 FIXING THE WAGE and SALARY RATES of the ELECTED OFFICERS, the NON-ELECTED OFFICERS, and the EMPLOYEES of the TOWN of HIGHLAND, INDIANA PARTICULARLY AMENDING THE RANK of LANCE CORPORAL in the POLICE DEPARTMENT.

WHEREAS, Title 36, Article 1 Chapter 4 of the Indiana Code confers certain general corporate powers on the several units of government in Indiana;

WHEREAS, Section fifteen of that chapter specifically provides that a unit of government may fix the level of compensation of its officers and employees; and

WHEREAS, I.C. 36-5-3-2 further provides in pertinent part that the town legislative body shall provide reasonable compensation for the other town officers and employees;

WHEREAS, I.C. 36-5-3-2(b), still further provides that the Town Legislative body shall, by ordinance fix the compensation of its own members and the Town Clerk-Treasurer;

WHEREAS, I.C. 36-5-3-2(c) still further provides that the compensation of an elected town officer may not be changed in the year for which it is fixed, nor may it be reduced below the amount fixed for the previous year;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to amend the ordinance that was adopted to fix the compensation of its elected officers, appointed officers and employees of the Town for the year 2017 and thereafter;

WHEREAS, The Town Council of the Town of Highland, as the town legislative body, now desires to fix the compensation of its elected officers, appointed officers and employees of the Town for the year ensuing and thereafter;

NOW, THEREFORE, BE IT HEREBY ORDAINED by the Town Council of the Town of Highland, Lake County, Indiana, that the Wages, Salaries, and special detail levels of the Officers and Employees of the Town of Highland, are hereby established and fixed, pursuant to the provisions indicated herein and as follows:

**Section 1.** That Section 10 (E)(6) of Ordinance No. 1641 be amended by repealing it in its entirety and replacing with a successor subdivision, to be styled as Section 10 (E)(6) which shall read as follows:

**Section 10.** *Metropolitan Police Department.* That subject to the provisions of this ordinance, the salary and wages for the non-elected officers and employees of the Town of Highland are hereby fixed for its **Metropolitan Police Department** as follows:

(6) The following rank has been deemed a trace rank. Only officers employed in good standing with the Metropolitan Police Department on or before April 12, 2001 shall be eligible to elevation to the trace rank of Lance Corporal. This trace rank shall be is conferred as follows:

(a) It shall be conferred on all Patrol Officers First Class in good standing, who meet the date eligibility indicated, who have successfully completed ten (10) years of continuous service with the Highland Metropolitan Police Department and upon approval of the Town Board of Metropolitan Police Commissioners; or

(b) It may be conferred on an officer of any higher rank in consequence of a proper disciplinary action who meets the date eligibility indicated.

Officers ~~currently~~ holding such rank will continue to hold such rank until their **demotion**, promotion or separation from service with the Metropolitan Police Department, at the level of pay set forth in this ordinance. Having separated, an officer having once been eligible to hold the trace rank or having the trace rank at the time of separation shall not be eligible hold such rank if officer is later re-hired unless ordered by a court.

	Starting Rate	Incumbent Rate
Lance Corporal	\$ 2,448.02	\$ 2,448.02

**Section 2.** That all portions of ordinances in conflict with this ordinance are hereby repealed and are of no further force nor effect;

**Section 3.** (A) That an emergency exists for the immediate taking effect of this Ordinance, which, subject to the provisions of this ordinance, shall become effective and shall remain in full force and **effect from January 11, 2018** after its passage and adoption, pursuant to any effective dates herein described and until its repeal or amendment by subsequent enactment;

(B) That any actions contemplated and made lawful by this ordinance undertaken prior to its passage and adoption that would be lawful under its provisions, are hereby ratified and approved, pursuant to IC 36-1-4-16;

(C) That the Clerk-Treasurer shall have authority to implement the provisions of this ordinance pursuant to the authority expressly set forth in IC 36-5-6-6 (a) (3) & (4).

Introduced and Filed on the 22<sup>nd</sup> day of January 2018. Consideration on same day or at same meeting of introduction sustained a vote of 5 in favor and 0 opposed, pursuant to IC 36-5-2-9.8.

**DULY ORDAINED and ADOPTED** this 22<sup>nd</sup> Day of January 2018, by the Town Council of the Town of Highland, Lake County, Indiana, having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
 HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
 Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5; IC 36-5-2-10.2)

2. **Resolution No. 2018-02:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Corporation Non-exempt Bond & Interest Fund.

Councilor Wagner moved the passage and adoption of Resolution No. 2018-02, seconded by Councilor Zemen. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland  
 RESOLUTION NO. 2018-02**

**A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE CORPORATION NON-EXEMPT BOND & INTEREST FUND.**

**Whereas,** The Clerk-Treasurer has advised the Town Council that cash balance in the **Corporation Non-Exempt Bond and Interest Fund** is not sufficient to meet its regular operating expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas,** The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Municipal Cumulative Capital Development Fund** that can be temporarily transferred;

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of \$353,785.00 be borrowed for **the Corporation Non-Exempt Bond Fund** with the amount of \$353,785.00 to be loaned by the **Municipal Cumulative Capital Development Fund**;

**Section 2.** That said loan in the amount of \$353,785.00 be repaid to the **Municipal Cumulative Capital Development Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Corporation Non-Exempt Bond and Interest Fund** with such loan to be repaid no later than December 31, 2017, subject to IC 36-1-8-4(b).

**Duly Passed and Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 22nd day of January 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark Herak, President IC 36-5-2-10

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 3. Resolution No. 2018-03:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Sanitary District Bond and Interest Exempt Fund.

Councilor Wagner moved the passage and adoption of Resolution No. 2018-03, seconded by Councilor Zemen. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**TOWN of HIGHLAND  
RESOLUTION NO. 2018-03**

**A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE SANITARY DISTRICT BOND AND INTEREST EXEMPT FUND.**

**Whereas,** The Clerk-Treasurer has advised the Town Council that cash balance in the **Sanitary District Bond & Interest Exempt Fund**, is not sufficient to meet its regular operating expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas,** The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of \$47,396.00 be borrowed for the **Sanitary District Bond and Interest Exempt Fund** with the amount of \$47,396.00 to be loaned by the **Rainy Day Fund**;

**Section 2.** That said loan in the amount of \$47,396.00 be repaid to the **Rainy Day Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Fund** with such loan to be repaid no later than December 31, 2018, subject to IC 36-1-8-4(b).

**Duly Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 22nd day January 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 4. Resolution No. 2018-04:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Sanitary District Bond and Interest Fund.

Councilor Wagner moved the passage and adoption of Resolution No. 2018-04, seconded by Councilor Zemen. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland  
RESOLUTION NO. 2018-04**

**A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE SANITARY DISTRICT BOND AND INTEREST FUND.**

**Whereas,** The Clerk-Treasurer has advised the Town Council that cash balance in the **Sanitary Non-Exempt District Bond & Interest Fund** is not sufficient to meet its regular operating expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas,** The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of **\$9,167.00** be borrowed for the **Corporation Non- Exempt Bond Fund** with the amount of **\$9,167.00** to be loaned by the **Rainy Day Fund**;

**Section 2.** That said loan in the amount of **\$9,167.00** be repaid to the **Rainy Day Fund** of the Town of Highland upon receipt of sufficient tax or other monies in the **Sanitary District Non-Exempt Bond and Interest Fund** with such loan to be repaid no later than December 31, 2018, subject to IC 36-1-8-4(b).

**Duly Passed and Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 22nd day of January 2018. Having been passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

- 5. Resolution No. 2018-05:** A Resolution Authorizing Temporary Interfund Loan or Transfer Pursuant to IC 36-1-8-4 of the Indiana Code and Section 3.20.040 of the Highland Municipal Code for the Waterworks District Bond and Interest Fund.

Councilor Wagner moved the passage and adoption of Resolution No. 2018-05, seconded by Councilor Zemen. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The resolution was adopted.

**Town of Highland  
RESOLUTION NO. 2018-05**

**A RESOLUTION AUTHORIZING TEMPORARY INTERFUND LOAN or TRANSFER PURSUANT to IC 36-1-8-4 OF THE INDIANA CODE AND SECTION 3.20.040 OF THE HIGHLAND MUNICIPAL CODE FOR THE WATERWORKS DISTRICT BOND AND INTEREST FUND.**

**Whereas,** The Clerk-Treasurer has advised the Town Council that cash balance in the **Waterworks Bond and Interest Fund** is not sufficient to meet its regular operating expenses prior to the receipt of the semi-annual distribution of ad-valorem revenues so it has become necessary to temporarily borrow money to enhance the fund;

**Whereas,** The Clerk-Treasurer has advised that there is sufficient money on deposit to the credit of the **Rainy Day Fund** that can be temporarily transferred;

**Now, Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana as follows:

**Section 1.** That the amount of \$59,792.00 be borrowed for the Corporation Non- Exempt Bond Fund with the amount of \$59,792.00 to be loaned by the Rainy Day Fund;

**Section 2.** That said loan in the amount of \$59,792.00 be repaid to the Rainy Day Fund of the Town of Highland upon receipt of sufficient tax or other monies in the Waterworks Bond and Interest Fund with such loan to be repaid no later than December 31, 2018, subject to IC 36-1-8-4(b).

**Duly Passed and Adopted** by the Town Council of the Town of Highland, Lake County, Indiana, this 22nd day of January 2018. Having been passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Mark Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

6. **Works Board Order No. 2018-05:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Hooks Concrete and Construction for concrete Work through December 31, 2018, all Pursuant to Indiana Code 5-22-17-4 and Chapter 3.05 of the Highland Purchase Code.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2018-05. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of the WORKS BOARD NO. 2018-05

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN of HIGHLAND AND HOOKS CONCRETE AND CONSTRUCTION FOR CONCRETE WORK through DECEMBER 31, 2018, ALL PURSUANT TO INDIANA CODE 5-22-17-4 and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE.**

**Whereas,** The Town of Highland did receive bids on March 10, 2017 for Road Materials and Services, which included concrete work and associated services, pursuant to IC 5-22 *et seq.* and on March 13, 2017, the Town Council for the Town of Highland accepted and awarded a bid for several items of concrete work and associated services to Hooks Concrete and Construction, as the lowest responsible and responsive bid; and

**Whereas,** Hooks Concrete and Construction has expressed interest, through a letter dated December 12, 2017, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, concrete work;

**Whereas,** Hooks Concrete and Construction has demonstrated professional competence and qualifications to perform the particular concrete work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

**Whereas,** The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Hooks Concrete and Construction, through December 31, 2018, for Road Materials and Services – Concrete work, under the original terms, conditions and prices as the original contract (1-year), all pursuant to IC 5-22-17-4,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana,

**Section 1.** That the Director of Public Works is hereby ordered to offer a contract extension to Hooks Concrete and Construction. Road Materials and Services – concrete work under the same terms, conditions, and prices for the period January 1, 2018 through December 31, 2018;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

**Be it So Ordered**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of January, 2018 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1;IC 36-5-6-5)

7. **Works Board Order No. 2018-06:** An Order of the Works Board Offering, Authorizing and Approving an Extension to the Contract between the Town of Highland and Walsh & Kelly, Incorporated for Materials and Services – Asphalt Work through December 31, 2018, all Pursuant to Indiana Code 5-22-17-4 and Chapter 3.05 of the Highland Purchase Code.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2018-06. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

TOWN of HIGHLAND  
BOARD OF WORKS  
ORDER of WORKS BOARD NO. 2018-06

**AN ORDER of the WORKS BOARD OFFERING, AUTHORIZING and APPROVING AN EXTENSION to the CONTRACT BETWEEN THE TOWN OF HIGHLAND AND WALSH & KELLY, INCORPORATED for MATERIALS and SERVICES – ASPHALT WORK through DECEMBER 31, 2018, ALL PURSUANT TO INDIANA CODE 5-22-17-4 and CHAPTER 3.05 of the HIGHLAND PURCHASE CODE**

**Whereas,** The Town of Highland did receive bids on March 12, 2012 for Road Materials and Services, which included asphaltting work and associated services, pursuant to IC 5-22 *et seq.* and on April 23, 2012, the Town Council for the Town of Highland accepted and awarded a bid for several items of asphalt work and associated services to Walsh & Kelly, Incorporated, as the lowest responsible and responsive bid; and

**Whereas,** Walsh & Kelly, Incorporated has expressed interest, through a letter dated October 2, 2017, attached hereto, to extend the current contract for an additional year at the same terms and conditions for Road Materials and Services, Asphalt Paving;

**Whereas,** Walsh & Kelly, Incorporated has demonstrated professional competence and qualifications to perform the particular concrete work for the Town of Highland and it has been determined that extending the current contract will realize a cost and time savings for mutual benefit of the both parties; and

**Whereas,** The Town Council for the Town of Highland, pursuant to IC 5-22-17-4, now wishes to offer a contract extension to Walsh & Kelly, Incorporated, through December 31, 2018, for Road Materials and Services – Asphalt Paving, under the original terms, conditions and prices as the original contract (1-year), all pursuant to IC 5-22-17-4,

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana,

**Section 1.** That the Director of Public Works is hereby ordered to offer contract a extension to Walsh & Kelly, Inc. for Road Materials and Services – Asphalt Paving under the same terms, conditions, and prices for the period January 1, 2018 through December 31, 2018;

**Section 2.** That, if accepted, the Director of Public Works be authorized to execute the Contract Extension with his signature as attested thereto by the Clerk Treasurer.

**Be it So Ordered**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22nd day of January, 2018 having passed by a vote of 5 in favor and 0 opposed.

TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

8. **Works Board Order No. 2018-07:** An Order of the Works Board Accepting and Approving a Local Roads and Bridges Matching Grant Agreement Between the State of Indiana, through its Department of Transportation and the Town of Highland through its Public Works Department (Agency) by its Works Board for HMA Overlay and Pavement Reconstruction all pursuant to I.C. 8-23-30 et seq.

Councilor Zemen moved the passage and adoption of Works Board Order No. 2018-07. Councilor Vassar seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**Town of Highland  
Board of Works  
Order of the Works Board 2018-07**

**AN ORDER OF THE WORKS BOARD ACCEPTING AND APPROVING A LOCAL ROADS AND BRIDGES MATCHING GRANT AGREEMENT BETWEEN THE STATE OF INDIANA, THROUGH ITS DEPARTMENT OF TRANSPORTATION AND THE TOWN OF HIGHLAND THROUGH ITS PUBLIC WORKS DEPARTMENT (AGENCY) BY ITS WORKS BOARD FOR HMA OVERLAY AND PAVEMENT RECONSTRUCTION ALL PURSUANT TO I.C. 8-23-30 ET SEQ.**

**Whereas,** The Town of Highland, Department (agency) of Public Works, as part of its public duties, has responsibility for the management and maintenance of the several public ways, highways, local roads and streets throughout the Town of Highland not otherwise under another Department; and,

**Whereas,** The Town of Highland, passed and adopted Works Board Order No. 2015-41 on December 28, 2015 approving the Local Coordination agreement with INDOT for the 45<sup>th</sup> Avenue and Fifth Street Intersection Reconstruction Project;

**Whereas,** The State of Indiana recently enacted and authorized a new matching grant program, styled as the Local Roads and Bridges Matching Grants Program, which provides a fifty percent funding match not to exceed one million dollars to local units of government that successfully apply for particular road and bridge projects; and,

**Whereas,** The Director of Public Works successfully applied to the Local Roads and Bridges Matching Grants Program to support several subprojects, including the **45<sup>th</sup> Avenue Reconstruction Project- 45<sup>th</sup> Avenue from 200' west of 5<sup>th</sup> Street to 500' west of Kennedy Avenue (DES# 1702965) in the maximum amount of \$238,200 and Kennedy Avenue Resurfacing Project – Kennedy Avenue from 45<sup>th</sup> Avenue to Main Street and 45<sup>th</sup> Avenue Resurfacing Project – 45<sup>th</sup> Avenue from 500' west of Kennedy Avenue to Prairie Avenue (DES1702966) in the amount of \$258,085, total maximum grant amount being awarded \$496,285; and**

**Whereas,** The proper officer of the Department of Transportation for the State of Indiana has prepared and presented two (2) Local Roads and Bridges Matching Grant agreements, one for each DES number, that sets forth the terms and conditions of the Grant award; and

**Whereas,** The Public Works Director now wishes to recommend to the Town Council acting as the Works Board, the favorable review and adoption of the proposed agreements;

**Whereas,** The Town Council acting as the Works Board now desires to approve, accept and adopt the proposed agreements presented by the Indiana Department of Transportation (INDOT), which provides for Local Roads and Bridges Matching Grant agreement that would support and provide for the 45<sup>th</sup> Avenue Reconstruction Project – 45<sup>th</sup> Avenue from 200' west of 5<sup>th</sup> Street to 500' west of Kennedy Avenue (DES# 1702965) and Kennedy Avenue Resurfacing Project – Kennedy Avenue from 45<sup>th</sup> Avenue to Main Street and 45<sup>th</sup> Avenue Resurfacing Project – 45<sup>th</sup> Avenue from 500' west of Kennedy Avenue to Prairie Avenue (DES1702966),

**Now Therefore Be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, as follows:

**Section 1.** That the proposed agreements, **Local Roads and Bridges Matching Grant Agreements**, presented by the Indiana Department of Transportation (INDOT) which provides State based matching grant funds in the maximum amount of **\$496,285** for HMA Overlay and Pavement Reconstruction projects as herein described in the Town of Highland, styled as **EDS # A-249- \_\_\_\_\_**, for **DES No. 1702965, maximum amount of \$238,200, and EDS # A-249- \_\_\_\_\_**, for **DES No. 1702966, maximum amount of \$258,085** is hereby accepted, approved and adopted in every respect;

**Section 2.** That the Town Council President is hereby authorized to evidence this approval and execute the agreements by his signature as attested to by the Clerk-Treasurer;

**Section 3.** That the proper officers of the municipality are hereby authorized to identify and secure such funds of the municipality that may be lawfully expended in order to support the Town of Highland's funding share and implement the provisions and objects of the agreement.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22<sup>nd</sup> day of January 2018 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark Herak, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

9. **Works Board Order No. 2018-08:** An Order Approving and Authorizing An agreement between First Group Engineering, Incorporated and the Town of Highland to perform Professional Engineering Services during Construction for the 45<sup>th</sup> Avenue and 5<sup>th</sup> Street Intersection Project in the amount not-to-exceed \$100,332.87.

Councilor Wagner moved the passage and adoption of Works Board Order No. 2018-08. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**TOWN OF HIGHLAND  
BOARD OF WORKS  
ORDER OF THE WORKS BOARD NO. 2018-08**

**AN ORDER APPROVING AND AUTHORIZING AN AGREEMENT BETWEEN FIRST GROUP  
ENGINEERING, INCORPORATED AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL  
ENGINEERING SERVICES DURING CONSTRUCTION FOR THE 45<sup>TH</sup> AVENUE AND 5<sup>TH</sup> STREET  
INTERSECTION PROJECT IN THE AMOUNT NOT-TO-EXCEED \$100,332.87**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality pursuant to I.C. 36-1-2-24(3), had heretofore determined that a need exists to improve the intersection of 45<sup>th</sup> Avenue and 5<sup>th</sup> Street (Project); and

**Whereas,** The Town had procured a Federal-Aid Construction Funding Grant for the Project from the Indiana Department of Transportation (INDOT), programmed through the Northwest Indiana Regional Planning Commission (NIRPC); and

**Whereas,** First Group Engineering, Incorporated had been engaged to provide preliminary engineering services and right-of-way procurement services, which have been completed, and the project has been set for a February 2018 letting through the INDOT; and

**Whereas,** The Town needs to procure professional engineering services during construction for the Project; issued a Request for Proposals to be received by September 22, 2017 at 10:00 am; and received proposals from the following firms:

Primera, 9200 Calumet Avenue, - Suite N301 Munster, Indiana 64321  
ESI Consultants, Ltd., 1280 W 97<sup>th</sup> Street – Suite 100, Crown Point, Indiana 46307  
First Group Engineering, Inc., 6949 Kennedy Avenue - Unit F, Hammond, Indiana, 46323

**Whereas,** The proposals were evaluated and scored by the public works senior staff, all pursuant to the Indiana Department of Transportation RFP Selection Rating protocols, and, based upon the scoring system, determined that First Group Engineering, Inc. was the most qualified firm to perform the professional engineering services during construction associated with the Project; and

**Whereas,** First Group Engineering, Incorporated has offered and presented an agreement to provide and furnish professional engineering services during construction in consideration for fees to be charged and billed monthly based upon the value of the scope of engineering services completed as described in the agreement, for an estimated fee not to exceed of **One Hundred Thousand Eight Hundred Three Hundred Thirty-two Dollars and 87/100 Cents (\$100,332.87);** and

**Whereas,** The professional engineering services during construction will be funded in part (80%) from an Indiana Department of Transportation Federal-Aid grant; and

**Whereas,** There are sufficient and available appropriations balances on hand to support the payments under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas,** The Town of Highland, through its Town Council now desires to accept and approve the agreement for services as herein described.

**Now Therefore Be it Resolved** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the Professional Engineering Services during Construction Agreement, (incorporated by reference and made a part of this Order) between First Group Engineering, Incorporated and the Town of Highland for the 45<sup>th</sup> Avenue and 5<sup>th</sup> Street Intersection Project is hereby approved, adopted, and ratified in each and every respect;

**Section 2.** That the terms and charges under the agreement for Professional Engineering Services during Construction in the not to exceed fee amount of One Hundred Thousand Three Hundred Thirty-two Dollars and 87/100 Cents (\$100,332.87); is found to be reasonable and fair;

**Section 3.** That the Town of Highland, through its Town Council, believes that First Group Engineering, Incorporated has demonstrated professional competence and qualifications to perform the particular professional engineering services called for in the Agreement and associated project, pursuant to I.C. 5-16-11.1-5;

**Section 4.** That the President of the Town Council be authorized to execute the Agreement with his signature as attested thereto by the Clerk-Treasurer.

**Be it so Ordered.**

**DULY, PASSED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22<sup>nd</sup> day of January 2018 having passed by a vote of 5 in favor and 0 opposed.

**TOWN COUNCIL of the TOWN of  
HIGHLAND, INDIANA**

Mark Herak, President (IC 36-5-2-10)

**Attest:**

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer (IC 33-42-4-1; IC 36-5-6-5)

**10. Works Board Order No. 2018-09:** An Order Authorizing and Approving An agreement between The Idea Factory and the Town of Highland to perform Professional Communications and Media Design and Development services for the Municipality.

Councilor Kuiper moved the passage and adoption of Works Board Order No. 2018-09. Councilor Wagner seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The order was adopted.

**The Town of Highland  
Board of Works  
Order of the Works Board No. 2018-09**

**AN ORDER AUTHORIZING AND APPROVING AN AGREEMENT BETWEEN THE IDEA FACTORY AND THE TOWN OF HIGHLAND TO PERFORM PROFESSIONAL COMMUNICATIONS AND MEDIA DESIGN AND DEVELOPMENT SERVICES FOR THE MUNICIPALITY**

**Whereas,** The Town of Highland, through its Town Council, which is the Works Board of the Municipality has heretofore determined that a need exists to provide greater information to the public regarding the operations and services of the municipality;

**Whereas,** The Town has heretofore determined that a need exists to engage professional communications and media design and development services to assist and support the provision of greater information to the public regarding the operations and services of the municipality;

**Whereas**, Robin A. Carlascio and Theresa K. Badovich, d.b.a The Idea Factory, a media development and design, communication consulting alliance, has proposed to provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter;

**Whereas**, As purchasing agency, the Town Council may purchase services using any procedure it considers appropriate, pursuant to IC 5-22-6-1; and

**Whereas**, The Highland Municipal Code provides that, the Town Council may make all contracts for professional services on the basis of competence and qualifications for the type of services to be performed, and negotiate compensation that the public agency determines to be reasonable, pursuant to Section 3.05.090; and

**Whereas**, There are now or will soon be sufficient and available appropriations balances on hand to support the payments for these services under the agreement, pursuant to IC 5-22-17-3(e); and

**Whereas**, The Town of Highland, through its Town Council acting as the Works Board now desires to accept and approve the agreement for services as herein described.

**Now Therefore be it Ordered** by the Town Council of the Town of Highland, Lake County, Indiana;

**Section 1.** That the agreement (incorporated by reference and made a part of this Order) between **Robin A. Carlascio** and **Theresa K. Badovich** doing business as the **Idea Factory**, and the Town of Highland, provide professional editorial services to assist and support the provision of greater information to the public regarding the operations and services of the municipality through the development and promulgation of a municipal newsletter for the period beginning **1 January 2018 through to 31 December 2018** as described herein is hereby approved, adopted and ratified in each and every respect;

**Section 2.** That the charges under the agreement for the services, in the amount of *\$1,785 per issue*, which include publishing and coordinate a monthly newsletter to be distributed as an insert in the monthly utility invoice and other related services and website maintenance and services in the amount of *\$127.50 per week* are found to be reasonable and fair, all pursuant to IC 5-22-6-1 and Section 3.05.090 of the municipal code;

**Section 3.** That the charges under the terms of the agreement for all the services, will be paid to **The Idea Factory**, after presentation of an invoice for services, following their delivery;

**Section 4.** That the Town Council President be authorized to execute this agreement under the terms of this order with his signature as attested thereto by the Clerk-Treasurer;

**Section 5.** That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

**Be it so Ordered.**

**DULY, PASSED, ADOPTED and ORDERED** by the Town Council of the Town of Highland, Lake County, Indiana, acting as the Works Board, this 22<sup>nd</sup> day of January 2018 having passed by a vote of 5 in favor and 0 opposed.

**WORKS BOARD of the TOWN of  
HIGHLAND, INDIANA**

Mark A. Herak, President (IC 36-5-2-10)

Attest:

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
**Clerk-Treasurer** (IC 33-16-4-1; IC 36-5-6-5)

**AGREEMENT**

This Agreement made and entered into this 28<sup>th</sup> day of December 2016, by and between the **TOWN OF HIGHLAND, BY AND THROUGH ITS TOWN COUNCIL** (hereinafter referred to as the "Town"), and **ROBIN CARLASCIO and THERESA BADOVICH d/b/a THE IDEA FACTORY** (hereinafter referred to as "Idea Factory").

**WITNESSETH THAT:**

**WHEREAS**, The Town is interested engaging the services of Idea Factory for publishing and coordinating a monthly newsletter (Gazebo Express) to be distributed throughout the Town; and

**WHEREAS**, Idea Factory is interested in entering into such an agreement and engaging its services to publish and coordinate a monthly newsletter within the Town; and

**WHEREAS**, The parties wish to reduce their agreement to writing;

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is agreed as follows:

1. Idea Factory agrees to publish and coordinate a monthly newsletter (Gazebo Express) to be distributed in the Town of Highland.

2. The term of this Agreement shall be for one (1) year beginning January 1, 2018, through December 31, 2018. This Agreement may be renewed by the Town of Highland from year to year based upon approval of the renewal term by the Town at the beginning of each fiscal year.

3. Idea Factory shall be paid for its services rendered pursuant to this Agreement, the sum of \$1,785.00 per issue **as well as the website maintenance fee of \$127.50 per week** and the monthly fees shall be payable to The Idea Factory at its business address, **1 Courthouse Square, Suite 207, Crown Point, Indiana 46307**.

4. This Agreement may be cancelled by either party upon such party providing the other party thirty (30) days written notice.

5. In the event the Town's appropriations are insufficient to pay the expenses of this Agreement, and upon thirty (30) days written notice being given by the Town to Idea Factory, this Agreement shall become null and void.

6. This Agreement shall be governed by the laws of the State of Indiana and shall be binding upon the parties' heirs, legal representatives, successors, and assigns.

7. That the Town Council President must approve a preliminary edition of the newsletter at least two weeks prior to publication.

**IN WITNESS WHEREOF**, this Agreement has been entered into between the parties this 22<sup>nd</sup> day January 2018.

**TOWN OF HIGHLAND**

**THE IDEA FACTORY**

By: \_\_\_\_\_  
Mark A. Herak, President

\_\_\_\_\_  
Robin Carlascio

Attest: \_\_\_\_\_  
Michael W. Griffin  
Clerk-Treasurer

\_\_\_\_\_  
Theresa Badovich

This instrument prepared by: Rhett L. Tauber, Esq.  
Tauber Westland & Bennett P.C.  
1415 Eagle Ridge Drive  
Schererville, Indiana 46375  
(219) 865-8400

**11. Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for several workers in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to several letters of commendation regarding several employees who have worked six months without calling off sick and without experiencing an "at

fault accident". Action should include approval for the members of the Town Council to sign the letters of commendation. The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for six months of work without calling off and not having an at-fault accident for the following:

Assistant Chief Pat Vassar  
Commander Ralph Potesta  
Commander John Banasiak  
Sergeant L. John Siple  
Sergeant Glenn Cox  
Corporal Jason Hildenbrand  
Lance Corporal Gregory Palmer  
Officer Richard Hoffman

Officer Daniel Matusik  
Officer Lee Natelborg  
Officer Brian Stanley  
Officer Mike Yonkman  
Officer Darren Conley  
Officer Frances Pickler  
Officer Justin O'Malley  
Officer Luke Paprocki

Councilor Zemen moved to approve the commendation letter for all listed officers except Assistant Chief Pat Vassar and to authorize the Town Councilors to also sign the letter individually. Councilor Kuiper seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The letters of commendation were approved except for Assistant Chief Vassar, a paid day off was granted and the Town Councilors were authorized to sign the letters.

Councilor Zemen moved to approve the commendation letter for Assistant Chief Pat Vassar and to authorize the Town Councilors to also sign the letter individually. Councilor Kuiper seconded. Upon a roll call vote there were four affirmatives, no negatives and one abstention. With councilors Zemen, Wagner, Kuiper and Herak voting in the affirmative and Councilor Vassar abstaining, the motion passed. The letter of commendation was approved for Assistant Chief Vassar, a paid day off was granted and the Town Councilors were authorized to sign the letter.

12. **Commendation Letter for Day Off and Signature Authorization.** Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for the following officer in the **Metropolitan Police Department**. Pursuant to **Section 4.13** of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council. The Town Board of Metropolitan Police Commissioners has granted preliminary approval to a single letter of commendation *regarding an extraordinary exhibition of police forensic initiative and tactical law enforcement leading to the apprehension and arrest of a robbery suspect within several hours of the incident, from January 2, 2018.* Action should include approval for the members of the Town Council to sign the letter of commendation. The Police Chief and the Town Board of Metropolitan Police Commissioners are asking for approval of a letter of commendation for **Officer Darren Conley for an extraordinary exhibition of police forensic self-initiative and tactical law enforcement above and beyond what others may exhibit that led to the apprehension and arrest by Officer Conley of a robbery suspect within several hours of the incident, from January 2, 2018.**

Councilor Kuiper moved to approve the commendation letter for Darren Conley and to authorize the Town Councilors to also sign the letter individually. Councilor Zemen seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The letter of commendation was approved for Darren Conley, a paid day off was granted and the Town Councilors were authorized to sign the letter.

13. **Action to approve Letters of Commendation for exemplary public service leading to the award of a single paid day off for 4 workers in the Public Works Department (agency).** Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the

Town Council. In this case, as the Town Council is also works board for the municipality, its approval alone is all that is required.

*The Operations Director requests that the Town Council act favorably on the Letters of Commendation for the following workers, who are selected as Employees of the Month:*

- *Dennis Pizzuto, October 2017*
- *Bob Ruzycki, November 2017*
- *Dwight Hurt, December 2017*

Councilor Zemen moved to approve the recognitions as exemplary public service leading to a paid day off for Dennis Pizzuto, Bob Ruzycki, and Dwight Hurt. Councilor Zemen seconded. Upon a roll call vote there were five affirmatives and no negatives. The motion passed. The recognitions were approved as exemplary public service, and a paid day off was granted for each.

14. **Selection or renewal of Group Dental Plan.** Current provider, United Health Care (UHC) rates **are proposed** for renewal at Employee only at \$37.04; Employee and Spouse at \$76.46; Employee plus children \$73.49 and for Employee and family at \$125.66 per month; The current rates are the same. The proposed rates from United Health care represent a 0% increase over the 2017 rates. If approved, Brown Insurance Group would be agent of record. In addition, renewal is currently March 1, 2018.

Councilor Wagner moved to approve the renewal of the group dental plan as indicated. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The group dental plan was approved for renewal.

15. **Renewal for the Workers Compensation Plan,** effective February 1, 2018 with Indiana Public Employers Plan (IPEP) as presented by Brown Insurance Group. *The proposed premium or "contribution" is estimated to be \$112,316. This represents an increase of 7% over the previous year. The experience modifier is quite good. The Town benefited from a schedule credit. Initial estimates suggested much higher (45%).*

Councilor Zemen moved the renewal and approval of the Workers Compensation Plan with IPEP as presented by Brown Insurance Group. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The workers compensation plan with IPEP was renewed.

16. **Authorizing the proper officer to publish legal notice of a public hearing to consider additional appropriations in the amount of \$120,000 in the Unsafe Building Fund; in the amount of \$7,000 in the General Improvement Fund and in the amount of \$920.00 in the Indiana Bicentennial Legacy Project Fund.**

Councilor Zemen moved to authorize the proper officer to public legal notice of a public hearing on proposed additional appropriations as indicated. Councilor Kuiper seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The publication for the public hearing was authorized.

**Comments from the Town Council:**

- **Councilor Bernie Zemen:** *Chamber of Commerce Co-Liaison • IT Liaison*

Councilor Zemen acknowledged the Building Commissioner. The Building Commissioner provided a brief report on the matters pending before the Plan Commission, noting that the favorable recommendation regarding a change to the text of the zoning code related to reconstruction of structures that are also non-conforming uses, would be forwarded to the Town Council for its consideration.

Councilor Zemen acknowledged the Redevelopment Director who offered a brief update on redevelopment matters.

Councilor Zemen again inquired about the prospect for a general wage increase for workers on the base pay. It was noted that the 1782 Notices were under review and the Clerk-Treasurer would be prepared to report at the next study session.

- **Councilor Dan Vassar:** *Liaison to the Park and Recreation Board.*

Councilor Vassar acknowledged the Parks and Recreation Superintendent, who offered a brief survey of programs in the Parks and Recreation Department. He also noted that the Hawk Traffic Safety System at 45<sup>th</sup> Avenue linking the Highland and Griffith Bike Trails was fully operative.

- **Councilor Steve Wagner:** • *Advisory Board of Zoning Appeals Liaison* • *Redevelopment Commission Liaison.*

Councilor Wagner acknowledged the Building Commissioner who offered a report on matters pending before the Advisory Board of Zoning Appeals.

- **Councilor Konnie Kuiper:** • *Town Board of Metropolitan Police Commissioners, Liaison.* • *Fire Department, Liaison* • *Chamber of Commerce Co-Liaison.*

Councilor Kuiper acknowledged the Police Chief who thanked the Town Council for its favorable action on the letters of commendation.

- **Councilor President Mark Herak:** *Town Executive* • *Chair of the Board of Police Pension Trustees* • *Budget and Finance Chair* • *Liaison to the Board of Sanitary Commissioners* • *Liaison to the Community Events Commission* • *Liaison to the Board of Waterworks Directors.*

The Town Council President acknowledged the Public Works Director who offered a brief survey of projects and statuses in Town.

With leave from the Town Council, the Clerk-Treasurer offered an apology for the recent mistake on the utility invoices regarding the actual day for trash collection in the week of Martin Luther King's Birthday, which mistakenly informed residents that solid waste service would take place on Wednesday rather than its usual Tuesday owing to the holiday. It was noted that the inserted newsletter noted the correct date as did the municipal website. He further noted that the Public Works staff intervened and provided service for those residents who relied on the message.

#### **Comments from Visitors or Residents:**

1. Rick Volbrecht, 9221 Parkway Drive, Highland, presented his concern about the current language in the ordinance prohibiting all parking on public ways during snow falls of 1" or more. Mr. Volbrecht offered that for some, whose garage access is through an alley, he believed it to be difficult to find a place for parking. He further relayed that he permitted a neighbor to park in his drive to avoid being cited under the code during a recent snow event. Mr. Volbrecht further expressed concern for those residents who may be out of town when a snowfall occurs and unable to move a vehicle parked on the street during a snowfall.

**Payment of Accounts Payable Vouchers.** There being no further comments from visitors or residents, Councilor Vassar moved to allow the vendors accounts payable vouchers as filed on the pending accounts payable docket, covering the period **January**

09, 2018 through January 22, 2018 and the payroll dockets for January 5<sup>th</sup>, 2018. Councilor Zemen seconded. Upon a roll call vote, there were five affirmatives and no negatives. The motion passed. The accounts payable vouchers for the vendor docket were allowed, payments allowed in advance were ratified, the payroll dockets listed were ratified and for all remaining invoices, the Clerk-Treasurer was authorized to make payment.

**Vendors Accounts Payable Docket:**

**General Fund, \$417,333.52; Motor Vehicle Highway and Street (MVH) Fund, \$101,675.84; Local Road and Street Fund, \$7,350.00; Law Enforcement Continuing Education, Training, and Supply Fund, \$1,538.49; Corporation Bond and Interest Fund, \$668,261.00; Insurance Premium Agency Fund, \$167,658.40; Information and Communications Technology Fund, \$7,331.87; Police Pension Fund (1925 Law), \$67,842.37; Municipal Cumulative Capital Development Fund, \$5,087.00; Traffic Violations and Law Enforcement Agency Fund, \$8,847.50; Gaming Revenue Sharing Fund, \$2,856.00; Public Safety Local Income Tax (LIT) Fund, \$88,365.00; Total: \$1,544,146.99.**

**Payroll Docket for payday of January 5, 2018:**

**Council, Boards and Commissions, \$0.00; Office of Clerk-Treasurer, \$14,659.00; Building and Inspection Department, \$7,918.45; Metropolitan Police Department, \$114,366.54; Fire Department, \$3,725.79; Public Works Department (Agency), \$76,847.27 and 1925 Police Pension Plan Pension Fund, \$0.00; Total Payroll: \$217,517.05.**

**Adjournment of Plenary Meeting.** Councilor Vassar moved that the plenary meeting be adjourned. Councilor Wagner seconded. Upon a vote *viva voce*, the motion passed. The regular plenary meeting of the Town Council of Monday, January 22, 2018 was adjourned at 7:40 O'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO  
Clerk-Treasurer